


**Assignment Pay – Range-based**



- Purpose** Use this procedure to enter assignment pay into *Basic Pay* Infotype (0008) for an employee who receives assignment pay as part of their base pay.
- Trigger** Perform this procedure when assignment pay is granted in recognition of assigned duties that exceed ordinary duties. Use when assignment pay is based on salary ranges and not percentages.
- Prerequisites**
- Assignment pay is granted.
  - The employee's *Basic Pay* (0008) must be **Indirectly Valuated**. (See OLQR procedure, [Basic Pay – Indirectly or Directly Valued](#).)
- End User Roles** In order to perform this transaction you must be assigned the following role:  
Personnel Administration Processor, Payroll Processor

Change History	
Date	Change Description
7/20/2009	New procedure created.










**Menu Path** Human Resources → Personnel Management → Administration → HR Master Data → Maintain

**Transaction Code** PA30

<b>Helpful Hints</b>	<ul style="list-style-type: none"> <li>• Use the following wages types for salaried or hourly employees:</li> </ul>		
	Wage Type	Wage Type Text	Use for
	1007	Assignment Pay by Range	General use
	1008	GroupC Location AP by Rng.	Negotiated recruitment/retention pay
 Either of these wage types will allow from 1 to 17 ranges to be entered (whole numbers only) and will calculate and display the corresponding amount for salaried employees or additional hourly rate for hourly employees. <ul style="list-style-type: none"> <li>• These wage types are “dynamic,” meaning they will automatically update any time the employee has a change in pay, as long as the wage type is present on <i>IT0008 Basic Pay</i>. This includes HRMS table updates such as for the July and September COLA increases.</li> </ul>			

	 Check <i>Basic Pay</i> (0008) to see the PS Level and Next Increase date fields prior to creating new record. The PS Level will default to Level A and the Next Increase date will be blank when you use the  (Create) Function.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

**Procedure**

1. Start the transaction using the above menu path or transaction code **PA30**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. <b>Example:</b> 40000422

3. Click the gray box to the left of **Basic Pay** to select.

HR master data Edit Goto Extras Utilities(M) Settings System Help

**Maintain HR Master Data**

Personnel no. 40000422

Name UNDERWOOD RICKY

PersArea 3570 Dept of Early Learning EEGroup 0 Permanent

PSubarea 00F1 Non-supervisory EESubgroup 01 Monthly(M) OT Exempt Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text E

Actions

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Contract Elements

Date Specifications

Family/Related Person

Period

From To

Today Curr. week

All Current month

From curr. date Last week


To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype STy

4. Click  (Display) to display the selected information.

Infotype Edit Goto Wage types Extras System Help

**Display Basic Pay (0008)**

Salary amount Payments and deductions

Personnel No. 40000422 Name UNDERWOOD RICKY

PersArea 3570 Dept of Early Learning EEGroup 0 Permanent

PSubarea 00F1 Non-supervisory EESubgroup 01 Monthly(M) OT Exempt Status Active

Start 01/01/2009 to 12/31/9999 Chng 06/03/2008 TRANSJP

Subtype 0 Basic contract

Pay scale


Reason 00 No Reason Capacity Util. Level 100.00

PS type 01 WFSE Work hours/period 87.00 Semi-monthly


PS Area 01 Standard Progression Next increase 01/01/2010

PS group 52 Level G Annual salary 49,368.00 USD

Wa.	Wage Type Long Text	O.	Amount	Curre.	In.	A.	Number/Unit	Unit
1003	Pay Period Salary		2,057.00	USD	I	✓	0.00	

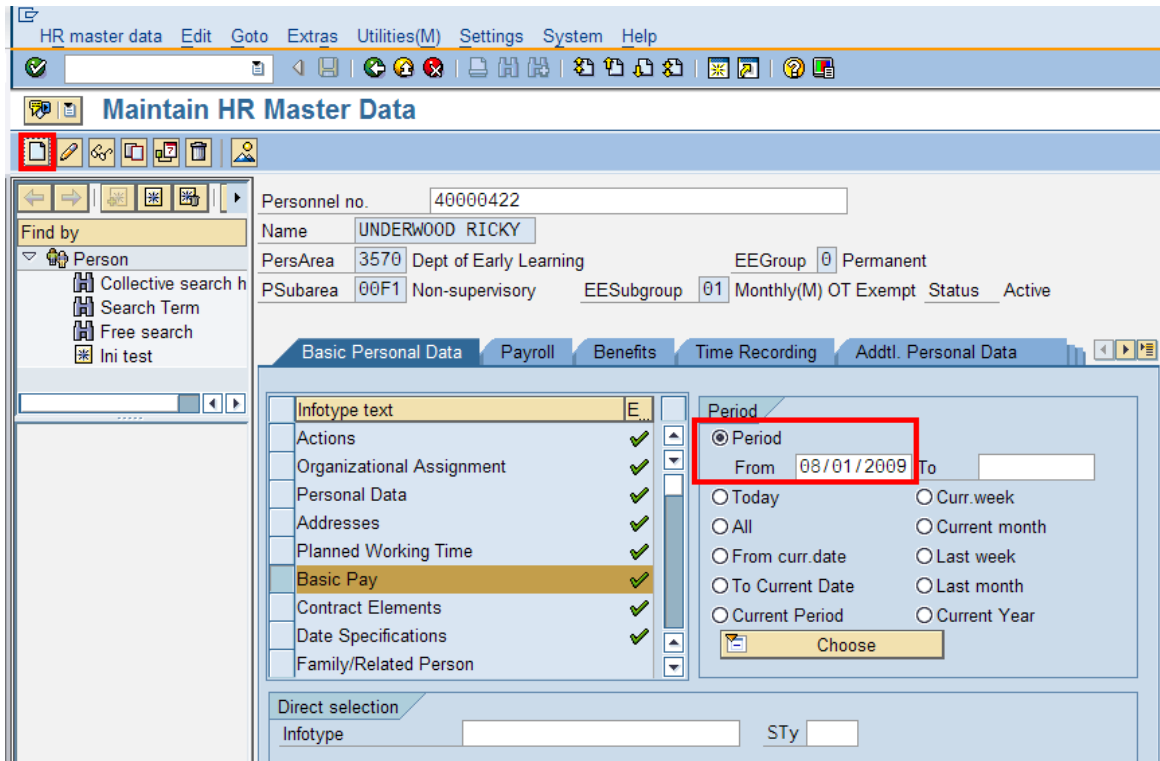
5.  Review the following fields:


Field Name	Description
Level	This defines the step within a range for compensation.
Next Increase	This is the date of the next scheduled increase in the employee's pay. This is also known as the periodic increment date.

6. Click  (Back) to return to the previous screen.








7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Period-From	R	The effective date of the action. <b>Example:</b> 08/01/2009



8. Click  (Create) to create a new record.

## 9. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reason	R	<p>This is a specific reason for performing an action or maintaining an infotype.</p> <p> Click  (Matchcode) to open the selection list.  <b>Example:</b> 13 (Employee put on Special Pay)</p>
Wage Type	R	<p>It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run.</p> <p> Click  (Matchcode) to open the selection list.  <b>Example:</b> 1007(Assignment Pay by Range)</p>
Level	C	<p>This defines the step within a range for compensation.  <b>Example:</b> E</p>
Next Increase	C	<p>This is the date of the next scheduled increase in the employee's pay. This is also known as the periodic increment date.  <b>Example:</b> 2/04/2010</p>
Number/Unit	R	<p>Stores an amount or number.</p> <p> Enter a number range from 1 to 17 (whole numbers only).  <b>Example:</b> 4</p>
Unit	R	<p>It is the base for calculation.</p> <p> Click  (Matchcode) to open the selection list.  <b>Example:</b> Ranges (This is the appropriate option for this transaction)</p>

Infotype Edit Goto Wage types Extras System Help

**Create Basic Pay (0008)**

Salary amount Payments and deductions

Personnel No. 40000422 Name UNDERWOOD RICKY

PersArea 3570 Dept of Early Learning EEGroup 0 Permanent

PSubarea 00F1 Non-supervisory EESubgroup 01 Monthly(M) OT Exempt Status Active

Start 08/01/2009 to 12/31/9999

Subtype 0 Basic contract

Pay scale

Reason 13 Employee Put on Special Pz Capacity Util. Level 100.00

PS type 01 WFSE Work hours/period 87.00 Semi-monthly

PS Area 01 Standard Progression Next increase 01/01/2010



PS group 52 Level G Annual salary 49,368.00 USD

Wa	Wage Type Long Text	O	Amount	Curre	In	A	Number/Unit	Unit
1003	Pay Period Salary		2,057.00	USD	I	<input checked="" type="checkbox"/>		
1007	Assignment Pay by Range		214.00	USD	I	<input checked="" type="checkbox"/>	4.00	Ranges
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		
				USD		<input type="checkbox"/>		

IV 08/01/2009 - 12/31/9999 2,271.00 USD



The IV (Indirect Valuation) field calculates the wage type totals.

10. Click  (Enter) to validate the information.
11. Click  (Save) to save.
12. You have completed this transaction.

Results
You have created a range-based assignment pay for the employee.
Comments
None.